AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)
Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University
Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K.Sathanur, Tiruchirappalli - 620 021.

Staff Reimbursement Form

(Financial support to Workshop/Seminar/Conference/Membership fee of Professional bodies - Reimbursement Form)

1. Personal Details

Name of Employee: _____ Designation: _____ Department:

Contact Information: _____

2. Event Details

Title of Workshop/Seminar/Conference: _____

Organized by: _____ Place: _____

Date(s) of Event: _____ Purpose of Attending: _____

3. Supporting Documents: Please attach the following:

i. Event Invitation ( ) ii. Certificate of Participation ( ) iii. Relevant Materials (Payment receipt.) ( )

Note: All claims must be accompanied by original receipts/invoices.

4. Bank Details (for reimbursement transfer)

Bank Name: _____ Account Holder Name: _____

Account Number: _____ IFSC/Swift Code: _____

5. Approvals: Signature of Employee with date: _____

Approved by (Finance/Administration Office): Name: _____

Signature with date: _____

6. For Office Use Only: Verified by Finance Department: ( ) Yes / ( ) No

Amount Approved: _____ Date of Reimbursement: _____

Transaction Reference No.: _____

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